

Benefits

- **Medical, Dental and Vision Insurance** - Town pays 100% cost for employee and dependents; \$250 per month in lieu of medical insurance
- **Deferred Compensation** - Town matches up to \$100 per month
- **Life Insurance** - Town provides a \$50,000 policy for employee
- **Health Club Membership** - Town reimburses fees up to \$47 per month
- **FICA** - Town and employees contribute to Social Security and Medicare
- **Retirement** - Retirement benefits are contracted through California Public Employee Retirement System. Fully paid medical and dental insurance for retirees and eligible dependents
- **Holidays** - 13 paid Town holidays, plus three floating holidays per year
- **Vacation** - 10 - 25 days per year based on length of service
- **Sick Leave** - 8 hours accrued per month

The Town of Colma, known worldwide as the “City of Souls,” is the smallest city in San Mateo County with 1,575 residents - and 1.5 million “souls”. However, Colma is more than just 16 cemeteries. Colma’s commercial buildings make a distinguished architectural statement resulting from design standards that encourage Spanish-Mediterranean motifs. Colma boasts an old-world charm all its own, from its brick-paved residential streets and ornamental street lamps to its restored historical museum and railroad depot located at its 5,500 square foot Community Center. The recently completed Police Station is characterized by inlaid arches and a three-story clock tower. Within its 2 square mile boundaries, the Town enjoys a strong tax base with two shopping centers, one of Northern California’s most complete collections of car dealerships, and a card room. There are two BART stations nearby.

Town of Colma
1198 El Camino Real
Colma, CA 94014-3212

Administrative Technician II



\$4,984 - \$6,059

Per Month

PERS 2.5% at 55

**Town applications due in the
Human Resources Department by 5:00pm
June 25, 2007**

1198 El Camino Real
Colma, Ca 94014
www.colma.ca.gov

The Position

This is a journey level Administrative Technician position responsible for complex tasks under direction from the City Manager, Assistant City Manager and other management staff.

Essential Duties:

Duties may include, but are not limited to, the following:

- Provide administrative and clerical support to management staff and Elected Officials
- Perform complex administrative duties such as purchasing, personnel activities, records management, technical and office equipment training and maintenance
- File, photocopy, prepare large mailings and verify, record and maintain information
- Type, proofread, edit and compose correspondence, reports, proposals and contracts
- Recommend vendors/suppliers; may determine appropriate object codes for expenditures
- Assist and may initiate development of procedures, operating manuals, written material, budgets, forms, charts and/or other documents or projects
- Serve on committees and task forces, as needed
- Research, compile and analyze data for reports; develop and maintain databases; provide analytical support to special projects
- Assist with the preparation for inter and intra agency meetings
- Work with sensitive and confidential material on a regular basis including personnel, police and litigation related files
- Serve as receptionist for Town Hall

Qualifications

Knowledge of:

- Modern office methods, computer equipment and software; business writing; record keeping principles; basic mathematic principles
- Written and verbal English language; spelling, grammar and punctuation
- Department and divisional procedures and policies

Ability to:

- Represent the Town in a positive manner
- Exercise excellent customer service skills
- Perform complex administrative and clerical duties with speed and accuracy
- Type accurately at a speed of 30 words per minute
- Understand and explain pertinent policies and procedures
- Communicate clearly and concisely, both orally and in writing
- Compile information and maintain records
- Exercise sound judgment and maintain confidentiality
- Work effectively with a wide variety of individuals and groups, including other staff and the public
- Attend night meetings occasionally

Education and Experience:

- High School diploma or equivalent required; college coursework desirable
- Three years of increasingly responsible secretarial and clerical experience required, preferably with a municipality; a bachelor's degree may substitute for up to three years of experience
- Must possess a valid California driver's license

To Apply

Employment applications are available at the following locations:

Town Hall
1198 El Camino Real

Community Center
1520 Hillside Blvd.

Sterling Park Recreation Center
427 F Street

You may also call (650) 997-8300 to have an application sent to you or you may download it from www.colma.ca.gov.

A TOWN EMPLOYMENT APPLICATION FORM MUST BE COMPLETED AND RECEIVED IN HUMAN RESOURCES BY 5:00PM JUNE 25, 2007, TO BE CONSIDERED FOR APPOINTMENT.

Send Correspondence to:

Town of Colma
HUMAN RESOURCES
1198 El Camino Real
Colma, CA 94014

The most qualified applicants will be invited to participate in an interview and written exercise.

THE INFORMATION INCLUDED IN THIS ANNOUNCEMENT MAY BE CHANGED AT ANY TIME. THE INFORMATION DOES NOT CONSTITUTE EITHER AN EXPRESS OR IMPLIED CONTRACT.

THE TOWN WILL MAKE REASONABLE EFFORTS IN THE SELECTION PROCESS TO ACCOMMODATE PERSONS WITH DISABILITIES. PLEASE ADVISE THE PERSONNEL DEPARTMENT OF SUCH SPECIAL NEEDS AT THE TIME OF APPLICATION.

ALL EMPLOYEES HIRED BY THE TOWN OF COLMA MUST BE LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES AND WILL BE REQUIRED TO PRODUCE CERTAIN DOCUMENTS VERIFYING SUCH INFORMATION. EOE
